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Communications Coordinator

Reporting to the Director, Strategy & Communications, the incumbent is responsible for coordinating and implementing activities to enhance the visibility of the Department of Medicine to its stakeholders and partners through events, reports, web presence, social media and other communications tools that inform, engage and promote the activities of the Department.

Working independently, under the direction of the Director of Strategy & Communications, the incumbent contributes to the planning, development and implementation of bilingual communication materials, with a particular focus on developing the department's social media platforms and internal SharePoint site.

Responsibilities

Note that aspects of the identified job responsibilities may be altered or modified to meet the operational needs of the Department of Medicine

Write and edit materials in both official languages for a variety of audiences and vehicles such as newsletters, training manuals, speeches, presentations, web content, and social media posts.

Maintains the Department's internal SharePoint communication site and external website.

Design and create graphics, images, photos, and videos for various projects

Drafts, distributes, and collates bilingual surveys and polls through email, doodle polls, Survey Monkey

Monitors and tracks projects:

Attend team meetings

Develop a social media presence and execute campaigns in alignment with other Departmental communications

Manage vendor relations and budget for social media efforts and social media management tools.

Event planning and budgeting

Must be up to date on technologies, trends, design layouts and major updates to all social media channels

Qualifications

A bachelor's degree or a college degree in communications, public relations, journalism, digital media, or an equivalent combination of experience and training in a related field.

A high level of written communication skills in both English and French, as well as an understanding of the Canadian Press writing standards.

Hiring organization

Ottawa's Department of Medicine

Employment type

Full Time

Beginning of employment

October 2022

Duration of employment

Indefinite

Industry

Hospital and Administration

Job Location

501 Smith Road

Working Hours

Monday to Friday 8:00am-4:00pm

Base Salary

\$ 33.393 - \$ 39.908

Date posted

13.08.2022

Valid through

15.08.2022

Experience coordinating projects in a fast-paced environment with shifting priorities.

Strong understanding of Microsoft 365 (SharePoint, Word, Excel and PowerPoint).

In-depth knowledge and understanding of social media platforms and their respective participants (Facebook, YouTube, Twitter, Flickr etc.) and how they can be deployed.

Experience using Adobe Creative Suite (InDesign and Photoshop) is considered an asset.

Experience in creative writing and editing for corporate communications.

Ability to work with multiple authors and synthesize multiple versions and comments.

Demonstrated experience creating social media content and communications products.

Experience coordinating and implementing special events is an asset.

Ability to work independently and as a team member demonstrating strong interpersonal and communication skills at all levels of the organization.

Ability to work under tight deadline through excellent organizational, prioritisation, and time-management skills.

A self-starter who displays attention to detail, creativity, and resourcefulness.

Ability to handle highly sensitive and confidential information.

Excellent interpersonal and verbal communication skills.

Proficiency in speaking and comprehending both English and French (fully bilingual in reading, writing and comprehension).

Project management experience an asset.

Job Benefits

A hybrid working model will be considered.

Contacts

To apply for this exciting opportunity,
please forward your resume and cover letter,
quoting the corresponding position title,
by email to domcareers@toh.ca

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